
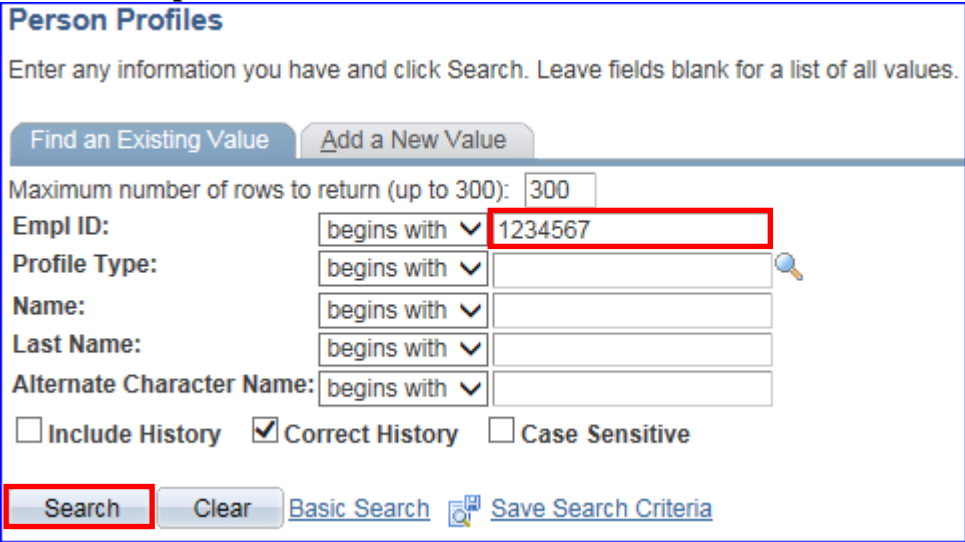


Adding/Updating Courses and Training

Introduction This guide provides the procedures for adding/updating Courses and Training in Direct Access.

Procedures See below.

Step	Action
1	Select Person Profiles from the Person Profile pagelet. 
2	Enter the Empl ID and hit Search . 

Continued on next page

Adding/Updating Courses and Training, Continued

Procedures,
continued

Step

3

Action

The Person Profile will display. Click the **Qualifications** tab.

Person Profile

Empl ID: 1234567 Ashton Kutcher

Profile Type: PERSON Person

*Profile Status: Active

*Description: Ashton Kutcher

Profile Actions: <Select Action>

Competencies

Qualifications

Education

Mobility

Waivers

CAN

Competencies

Customize | Find | View All | 1-5 of 33

ID	Competency	Content Type	*Effective Date	Evaluation Type	Proficiency	View History
CGPQM	ProductionQualManufacturing	COMPETENCY	01/28/2014	Approved/Official	Tier 1	
CGSEOPS	SEOPS Special & Emer Ops Proced	COMPETENCY	08/06/2007	Approved/Official	Good	
CMCJV	Collateral Duty Silver Badge	COMPETENCY	07/31/2007	Approved/Official	Good	
COTR	(Obsolete) ContractOffTechRep	COMPETENCY	04/05/2007	Approved/Official	Good	
DCGFE	Gas Free Engineer	COMPETENCY	08/06/2007	Approved/Official	Good	

+ Add New Competencies

Officer Speciality Code

There are currently no Officer Speciality Code for this profile. Please add one if required.

Profile Content

There are currently no for this profile. Please add one if required.

+ Add New

Save


















+ Add

Return to Search

Continued on next page

Adding/Updating Courses and Training, Continued

Procedures,
continued

Step	Action																														
4	<p>The Qualifications tab will display. Scroll down (if necessary) to the Courses & Training section. If necessary, click View All to see all courses and training.</p> <div><div>Competencies</div><div>Qualifications</div><div>Education</div><div>Mobility</div><div>Waivers</div><div>CAN</div></div> <div><div>▶ Honors and Awards</div><div>+ Add New Honors and Awards</div><div>▶ Language Skills</div><div>+ Add New Language Skills</div><div>▶ Licenses & Certifications</div><div>+ Add New Licenses & Certifications</div><div>▶ Memberships</div><div>+ Add New Memberships</div><div>▶ Tests/Examinations</div><div>+ Add New Tests/Examinations</div><div>▶ Basic Life Support</div><div>+ Add New Basic Life Support</div><div>▶ Readiness Roles</div><div>+ Add New Readiness Roles</div><div>▶ Readiness Teams</div><div>+ Add New Readiness Teams</div><div>▶ Administrative Flags</div></div> <div><div>▼ Courses & Training</div><div>Customize Find View All   First 1-5 of 5 Last</div><table><tr><th>ID</th><th>Course Code</th><th>Content Type</th><th>*Effective Date</th><th></th></tr><tr><td>000132</td><td>MACHINERY TECHNICIAN, FIRST CL</td><td>CR_COURSES</td><td>01/26/2000</td><td></td></tr><tr><td>000232</td><td>MACHINERY TECHNICIAN, SECOND C</td><td>CR_COURSES</td><td>01/30/1998</td><td></td></tr><tr><td>000458</td><td>MRN FOR BECOMING A SPO</td><td>CR_COURSES</td><td>05/19/1999</td><td></td></tr><tr><td>000862</td><td>EPME MASTER E-8</td><td>CR_COURSES</td><td>01/31/2007</td><td></td></tr><tr><td>001400</td><td>MILITARY REQUIREMENTS "A"</td><td>CR_COURSES</td><td>06/24/1992</td><td></td></tr></table><div>+ Add New Courses & Training</div></div>	ID	Course Code	Content Type	*Effective Date		000132	MACHINERY TECHNICIAN, FIRST CL	CR_COURSES	01/26/2000		000232	MACHINERY TECHNICIAN, SECOND C	CR_COURSES	01/30/1998		000458	MRN FOR BECOMING A SPO	CR_COURSES	05/19/1999		000862	EPME MASTER E-8	CR_COURSES	01/31/2007		001400	MILITARY REQUIREMENTS "A"	CR_COURSES	06/24/1992	
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Adding/Updating Courses and Training, Continued

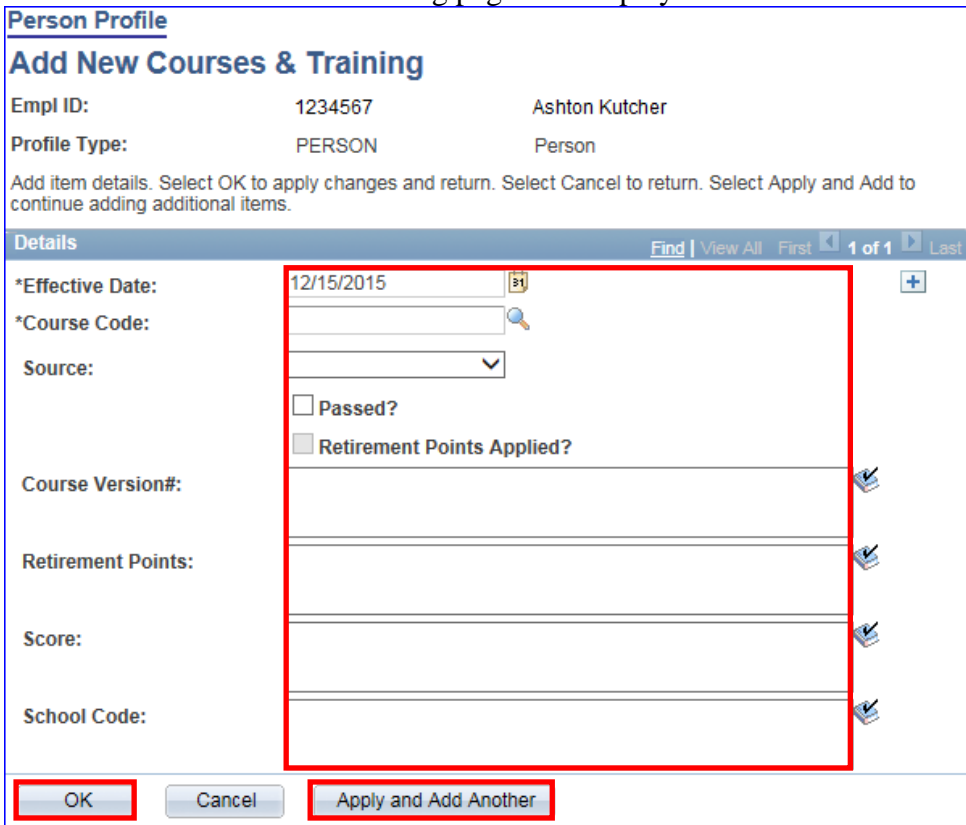
Procedures,
continued

Step	Action																														
5	<p>Click the appropriate Course Code to make changes to existing courses/training. Click on the Trashcan icon to delete a course/training (only if erroneously entered). To add a new Course or Training, click on the Add New Courses & Training link.</p> <div><div><div><div>▼ Courses & Training</div><div>Customize Find View All First 1-5 of 5 Last</div><table><tr><th>ID</th><th>Course Code</th><th>Content Type</th><th>*Effective Date</th><th></th></tr><tr><td>000132</td><td>MACHINERY TECHNICIAN, FIRST CL</td><td>CR_COURSES</td><td>01/26/2000</td><td></td></tr><tr><td>000232</td><td>MACHINERY TECHNICIAN, SECOND C</td><td>CR_COURSES</td><td>01/30/1998</td><td></td></tr><tr><td>000458</td><td>MRN FOR BECOMING A SPO</td><td>CR_COURSES</td><td>05/19/1999</td><td></td></tr><tr><td>000862</td><td>EPME MASTER E-8</td><td>CR_COURSES</td><td>01/31/2007</td><td></td></tr><tr><td>001400</td><td>MILITARY REQUIREMENTS "A"</td><td>CR_COURSES</td><td>06/24/1992</td><td></td></tr></table><div> Add New Courses & Training</div></div></div></div>	ID	Course Code	Content Type	*Effective Date		000132	MACHINERY TECHNICIAN, FIRST CL	CR_COURSES	01/26/2000		000232	MACHINERY TECHNICIAN, SECOND C	CR_COURSES	01/30/1998		000458	MRN FOR BECOMING A SPO	CR_COURSES	05/19/1999		000862	EPME MASTER E-8	CR_COURSES	01/31/2007		001400	MILITARY REQUIREMENTS "A"	CR_COURSES	06/24/1992	
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Adding/Updating Courses and Training, Continued

Procedures,
continued

Step	Action
6	<p>The Add New Courses & Training page will display.</p>  <p>Update the following fields:</p> <ul style="list-style-type: none"> • Effective Date: Enter the date the Course/Training was completed. • Course Code: Enter the Course/Training number (if known) or use the lookup. • Source: Should only be used for the following options: <ul style="list-style-type: none"> CGI Correspondence Course PHS Readiness Training • Passed: Check if the member received a passing score. • Retirement Points Applied: This will auto check once the Reserve Retirement Points Statement is credited. • Course Version#: Enter if known. • Retirement Points: Should auto-populate based on the Course Code. • Score: Enter the Score of the Course/Training. • School Code: Enter if known. <p>Click OK if entering one course/training or click Apply and Add Another if submitting additional courses/training.</p>

Continued on next page

Adding/Updating Courses and Training, Continued

Procedures,
continued

Step	Action																																																		
7	<p>Once submitted, the member's Courses & Training will update in Person Profiles. Click Save.</p> <table><tr><th colspan="5">▼ Courses & Training</th></tr><tr><td colspan="5">Customize Find View All First 1-5 of 6 Last</td></tr><tr><th>ID</th><th>Course Code</th><th>Content Type</th><th>*Effective Date</th><th></th></tr><tr><td>000132</td><td>MACHINERY TECHNICIAN, FIRST CL</td><td>CR_COURSES</td><td>01/26/2000</td><td></td></tr><tr><td>000232</td><td>MACHINERY TECHNICIAN, SECOND C</td><td>CR_COURSES</td><td>01/30/1998</td><td></td></tr><tr><td>000409</td><td>SEARCH AND RESCUE</td><td>CR_COURSES</td><td>12/15/2015</td><td></td></tr><tr><td>000458</td><td>MRN FOR BECOMING A SPO</td><td>CR_COURSES</td><td>05/19/1999</td><td></td></tr><tr><td>000862</td><td>EPME MASTER E-8</td><td>CR_COURSES</td><td>01/31/2007</td><td></td></tr><tr><td colspan="5"> Add New Courses & Training</td></tr><tr><td colspan="5">Save</td></tr></table>	▼ Courses & Training					Customize Find View All First 1-5 of 6 Last					ID	Course Code	Content Type	*Effective Date		000132	MACHINERY TECHNICIAN, FIRST CL	CR_COURSES	01/26/2000		000232	MACHINERY TECHNICIAN, SECOND C	CR_COURSES	01/30/1998		000409	SEARCH AND RESCUE	CR_COURSES	12/15/2015		000458	MRN FOR BECOMING A SPO	CR_COURSES	05/19/1999		000862	EPME MASTER E-8	CR_COURSES	01/31/2007		Add New Courses & Training					Save				
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